



# APPLICATION FOR Mobile Vendor License

(Section 22 Municipal Code)

CITY OF EVANSVILLE CLERK'S OFFICE  
31 S. Madison St, PO Box 529, Evansville, WI 53536  
(608) 882-2266 – Fax (608) 882-2282

Application Fee:  
\$150.00 per Year

**APPLICATION FEE WILL NOT BE REFUNDED IF DENIED OR WITHDRAWN  
LICENSE TO EXPIRE ON DECEMBER 31<sup>ST</sup>**

Company Name:

Phone:

Company address:

Applicant's Name:

First

Middle

Last

Applicant's Permanent Home Address:

City

State:

Zip:

Phone No: - -

Date of Birth: / /

Social Security No: - -

Email Address:

Driver's License No.:

Issuing State:

Have you ever been convicted of a violation of a Federal, State or local law other than a traffic offense? Yes No

If Yes, state when and where convicted and the violation:

Address or description of operating Location(s):

Parcel Tax ID Number: 222

Parcel Number: 6-27-

Vehicle Information:

Make

Model

Year

Color

License Place No. & Issuing State:

Vehicle Insurance Carrier & Policy Number:

(Must provide proof of Insurance)

Nature of Business:

Current supply of articles to be sold:

Name of the last three cities or villages in which you conducted business:

1)

2)

3)

**Name, address, Phone number and email address of at least two Rock County property owners as reference:**

1)

2)

3)

**REQUIRED ATTACHMENT**

Please use the space below to complete the following required items using the space below or additional sheets as necessary, **Each attachment should be marked with an exhibit number:** Please attach a separate site plan and sign plan for each location you plan to operate your mobile business. The plan should include at a minimum:

- The stationery location of the mobile business
- the available customer parking (min 2 stalls)
- Location of all motor vehicle entrances/exits
- Proposed lighting
- Location of adjacent public roads
- Proposed signage in accordance with Article X. Sign Regulation.

**EXHIBIT:** \_\_\_\_\_

**Please initial below confirming you understand mobile business permit regulations as outlined in Section 22-67 and 22-68, and your project meets the standards of the Municipal Code.**

Initials	Requirements
	Any violation of the City's municipal code, including Article X Sign Regulation is grounds for revocation of the mobile business permit.
	Each license issued shall be valid for a period no more than on (1) year expiring on December 31 <sup>st</sup> of each calendar year.
	The Mobile Vendor may be permitted on private property with a letter from the property owner verifying permission, or on school district property with a letter from the school district verifying permission.
	Not less than two parking stalls per customer and employee shall be required for every eight feet of the Mobile Business.
	Hours of operation are limited to the hours of 7:00 a.m. to 10:00 p.m. Sunday through Saturday.
	No sales of alcoholic beverages are permitted.
	The Mobile Vendor may not generate noise louder than levels produced by the equipment used in operating the mobile business.
	Each mobile business shall be equipped with at least one leak-proof container for the deposit of waste, garbage, litter, and refuse. A second leak-proof container for the deposit of recycle materials is also required. All such containers shall be kept covered with tight-fitting lids. When leaving the sales area, the licensee and his or her employee shall be responsible for the removal of all litter resulting from his or her business or customer's use of his or her business.
	Each operator, licensee and mobile food vending vehicle, trailer or cart shall comply with all state and county laws, codes, regulations, and standards relating to serving and selling food and food products.
	A mobile Vendor License may be revoked if in violation of the approved site plan.
	A Mobile Vendor must not endanger the safety of the general public in any way.

A copy of the following documents must be included with completed application:

- Copy of Rock County Public Health Dept. inspection report as required for sale of food products.
- Copy of State of Wisconsin Sellers Permit.
- Proof of commercial liability insurance with limits of not less than \$500,000 and motor vehicle liability insurance with limits of not less than \$250,000 per person and per accident.
- Written consent of the owner of each property that mobile business will operate.
- Site and signage plan.

All application for mobile business permits are typically reviewed within fourteen (14) days of submission to allow time for a background check to be completed.

Chapter 22 of the Evansville Code of General Ordinances specifies all the laws and requirements which you are governed by and with which you must comply. You must know the law and comply with the requirements. The City Clerk's office will provide you a copy of this ordinance if you desire a copy. This application must be fully completed, and submitted to the City Clerk's office at 31 S Madison St, Evansville WI 53536, with the above required fees. Omissions or false statements constitute grounds for denial or revocation of license applied for or issued.

**ATTESTATION AND APPOINTMENT OF AGENT FOR SERVICE OF PROCESS**

I, \_\_\_\_\_, being duly sworn on oath, affirm that I read this application, answered the questions myself, that my answers are true and complete to the best of my knowledge and that I agree to obey all the laws which regulate the activities I plan to engage in.

I further acknowledge that I am familiar with or have asked for copies of such laws.

\_\_\_\_\_

Signature of Applicant Date

• **FOR MUNICIPALITY USE ONLY BELOW THIS LINE**

The City of Evansville is authorized to grant Mobile Business Permits when the standards found in Chapter 22, Article IV of the municipal ordinances are met, including the following:

- Rock County Public Health Dept. inspection report
- Wisconsin Seller's Permit
- Proof of commercial liability insurance & motor vehicle Insurance
- References
- Written consent of the owner of each property the mobile business will operate.
- The proposed mobile business meets all standards outlined in Section 22-67
- Proposed signage meets all standards outlined in Article X Sign Regulation

**Police Chief Recommendation and Comments:**

**Recommend** \_\_\_\_\_ **Non-Recommend** \_\_\_\_\_ **Recommend with conditions** \_\_\_\_\_

\_\_\_\_\_  
Police Chief's Signature

\_\_\_\_\_  
Date

**Zoning Administrator Recommendation and Comments:**

**Recommend** \_\_\_\_\_ **Non-Recommend** \_\_\_\_\_ **Recommend with conditions** \_\_\_\_\_

\_\_\_\_\_  
Zoning Approval Signature

\_\_\_\_\_  
Date

**Date License Issued:**

**Clerks Notes and Receipt Information:**